

**CLASS TITLE: ASSISTANT DIRECTOR FOR TAX
(DLT)**

**Class Code: 02583900
Pay Grade: 39A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, coordinate and direct the work of a staff engaged in levying, collecting, and accounting of a statewide tax system to ensure conformance with mandated federal and state requirements; to ensure planned and special audits to detect fraud and overpayment; and to do related work as required.

SUPERVISION RECEIVED: Works under administrative direction of a superior with wide latitude to exercise initiative and independent judgement; work is subject to review through conferences and submitted reports for results obtained and for conformance with laws, rules, regulations and policies.

SUPERVISION EXERCISED: Supervises management, professional technical and clerical staff; reviews work to ensure conformance with appropriate laws, rules, regulations, policies and procedures.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, organize and direct the work of staff engaged in collecting and accounting for taxes levied under applicable federal and state laws.

To ensure the maintenance of federal and state standards relating to collection and accounting efforts.

To oversee the assessment and collection of penalties and interest in accordance with applicable laws, rules and regulations.

To be responsible for maintenance of the state's wage reporting system and the data compilation required to establish employer experience rates.

To be responsible for operating the Department's fraud detection and overpayment collection system; to ensure the investigation of suspected fraudulent attempts to collect unemployment benefits; and to establish procedures to recover benefit overpayments.

To be responsible for the integrity of tax systems under the Department's control.

To represent the Department before the Board of Review in all tax related matters.

To interpret and implement federal law requirements relative to tax.

To be responsible for the determination of employer liability, registration of employers, and maintenance of master file records of covered employers.

To ensure the conduct of audits of employers' business records to ensure full compliance with applicable laws.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the laws, rules and regulations pertaining to employment security, temporary disability and internal revenue tax laws; a thorough knowledge of the principles, practices and techniques involved in developing and coordinating a variety of tax programs; a thorough knowledge of the principles and practices of public administration; a thorough knowledge of benefit payment control proceedings; the ability to plan, organize, coordinate and supervise the work of staff engaged in the administration of tax and benefit payment control programs; the ability to formulate, execute and evaluate policies consistent with various tax acts; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in business administration or accounting, or a closely related field; and

Experience: Such as may have been gained through: employment as a manager of a tax program in a public or private organization which includes collection, auditing and pursuing delinquent accounts under local, state or federal laws.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: August 25, 1991

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